

**CLERK**

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required.
2. Maintain such other records or reports as required by law.
3. Sign the minutes of the Board meetings following their approval.
4. Sign documents as directed by the Board on behalf of the district, and sign all other items which require the signature of the clerk.
5. Serve as presiding officer in the absence of the president.
6. Perform any other duties assigned by the Board.

*(cf. 9120 - Officers and Auxiliary Personnel)*

*Legal Reference:*

ALASKA STATUTES

*14.14.070 Organization of school board*

*14.14.020 Bond required*